

Proposed amendments to the Statutory Officer Recruitment, Appointment and Contract Administration Procedures to provide for a voluntary exit interview to be conducted with each departing statutory officer

Add new *Subsection (c.1) to Section 1 of the Statutory Officer Recruitment, Appointment and Contract Administration Procedures for each Statutory Officer:*

c.1 If applicable, providing for a voluntary exit interview to be conducted with the incumbent in accordance with the process set out in Appendix C of these Procedures.

Add new *Appendix C to the Statutory Officer Recruitment, Appointment and Contract Administration Procedures:*

Appendix C – Voluntary Exit Interview Process

Structure

The voluntary exit interview will be conducted by the Chair and Vice-Chair of the relevant Standing Committee (Finance and Economic Development Committee in the case of the City Manager, Audit Committee in the case of the Auditor General), or the City Clerk/City Clerk's designate in the case of the Integrity Commissioner.

The Chair and Vice-Chair, or the City Clerk/City Clerk's designate as the case may be, will be accompanied by a representative from Human Resources who will take notes and compile the responses from the incumbent for the Chair and Vice-Chair (or City Clerk/City Clerk's designate). Following the interview, the results will be themed by Human Resources so that the Chair and the Vice-Chair (or City Clerk/City Clerk's designate) can decide on information and comments to report to Council by way of an *in camera* verbal update/PowerPoint presentation, as described below in more detail.

Questions

In the case of the Auditor General/City Manager, the City's exit interview template will be adapted for the purposes of the statutory officer voluntary exit interview by the Office of the City Clerk in consultation with Human Resources, Legal Services and the Chair and Vice-Chair. For the purposes of the interview

with the Integrity Commissioner, the City Clerk/City Clerk's designate will adapt the exit interview template in consultation with Human Resources and Legal Services.

Timing

In accordance with the City's regular practice, the exit interview will be conducted within four to six weeks of the end of the statutory officer's term.

Opportunity for Informal Discussion regarding a Successor

To inform the recruitment and appointment process for a successor, information from the incumbent regarding suggested key skills, qualities and qualifications of a successor may be sought through an informal discussion between the applicable Chair and Vice-Chair and the incumbent Auditor General/City Manager, conducted in accordance with the timeline established for the recruitment and appointment process, with the key points of this consultation provided confidentially through the Office of the City Clerk to the search firm to form part of the information provided to the Hiring Panel and integrated into the candidate interview questions.

In the case of the Integrity Commissioner, the City Clerk/City Clerk's designate may seek the informal discussion for confidential information purposes and to integrate the key points into the interview questions.

Confidential Reporting Out Mechanism

The Chair and Vice-Chair (or City Clerk/City Clerk's designate) will report to Council by way of an *in camera* verbal update/PowerPoint presentation that provides the results of the exit interview, through the following process:

- As noted above, Human Resources will provide administrative support to summarize key themes resulting from the interview;
- The Chair and the Vice-Chair (or City Clerk/City Clerk's designate) will provide comments and information to Council based on the key themes through the *in camera* verbal update/PowerPoint presentation to Council, with support from the Office of the City Clerk as may be required;
- It is anticipated that the verbal update/PowerPoint presentation will be brought forward to Council shortly thereafter; and

- The themed exit interview responses will be added to the statutory officer's employee file.

The matters described above will be addressed in closed session pursuant to *Procedure By-law* subsections 13(1)(b) – personal matters about an identifiable individual, including staff; and 13(1)(d) – labour relations or employee negotiations. As the content of the *in camera* briefing will contain information relating to an identifiable individual's employment history with the City, the material falls within the exceptions contemplated by Subsections 13(1)(b) and 13(1)(d) of the *Procedure By-law*. As such, this matter will not be reported out.